

How Publication Orders are Processed and Why the Correct Order Form is Important

Publication orders can be submitted in two ways:

- electronically as an e-mail attachment (use form F-80025A, formerly numbered as DMT 25A); or
- handwritten by US Mail (use the three-ply hard copy version of F-80025, formerly numbered as DMT 25).

Both order forms are set up so the Forms Center can fill your request quickly and efficiently. **Fax orders create unnecessary work, so they are not accepted.**

When I receive your order, I check it for accuracy and completeness. Approximately half of all orders have mistakes. I also make sure the requested amounts are reasonable. I process all orders the same day I receive them, unless I am not in the office.

If you submit your request electronically as an e-mail attachment:

- After I approve your request, I e-mail your order form to the Forms Center, and I also e-mail you a confirmation.
- The Forms Center prints the order onto special three-ply paper for the copies they need, and the system automatically prints out a mailing label. **If you paste your order into the body of your e-mail, this process does not work.**
- The Forms Center will send out your materials by UPS in 7-10 working days, often much faster. UPS needs a street address for delivery, not a PO box.

If you submit your request by US Mail on the three-ply handwritten form:

- After I approve your request, I forward your order to the Forms Center. No confirmation is sent to you.
- The Forms Center keeps the copies they need, and they use the top portion of the F-80025 for your mailing label (a good reason for you to print clearly!). **If you submit the electronic form (F-80025A) by US Mail, this process does not work. Please use the three-ply hard copy version.**
- The Forms Center will send out your materials by UPS in 7-10 working days, often much faster. UPS needs a street address for delivery, not a PO box.

If you have questions, please contact me at DHSfmDPHwic@wisconsin.gov.